



County of Los Angeles
INTERNAL SERVICES DEPARTMENT

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DAVE CHITTENDEN
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"To enrich lives through effective and caring service"

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July 6, 2016

To: Audit Committee

From: Dave Chittenden
Chief Deputy Director

A handwritten signature in blue ink, appearing to read "D. Chittenden", is placed next to the "From:" line.

REVIEW OF BOARD POLICY NO. 5.030 – LOW COST LABOR RESOURCE PROGRAM

Based on the request of the Executive Office of the Board, the Internal Services Department reviewed Board Policy 5.030, Low-Cost Labor Resource Program, and is recommending the following changes, which are included in the attached red-line version of the policy:

- Reference Section – Change the date to February 16, 2016 to reflect the correct date on Board Order #20.
- Date Issued/Sunset Date Section – Revise the sunset review date to October 3, 2020.

If you have any questions regarding this policy review or recommendations, please contact Joe Sandoval at (323) 267-2109, or via email at: jsandoval@isd.lacounty.gov.

DC:JS:YY:LG

Attachment

c: Executive Officer, Board of Supervisors



Los Angeles County BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
5.030	Low-Cost Labor Resource Program	10/03/95

PURPOSE

Designates the Internal Services Department as the focal point to provide information, guidance and status on various low-cost County resource programs available to County departments for landscaping, grounds and general maintenance and other unskilled labor tasks.

REFERENCE

[September 20, 1995](#) memo to Each Supervisor from the Director of Internal Services Department entitled Low-Cost County Labor Resource Option Report.

[October 3, 1995](#) Board Order, Synopsis 50

[Low-Cost Labor Resource Providers](#)

February ~~216~~, 2016 Board [Order # 20](#)

POLICY

The County Board of Supervisors has designated the Internal Services Department as the focal point to provide information, guidance, and status on various low-cost County resource programs available to County departments for landscaping, grounds and general maintenance and other unskilled labor tasks.

Departments are required to consider low-cost County resource options in lieu of or as supplements to any future contracts, which may include but not limited to landscaping, grounds and general maintenance and other unskilled labor tasks and discuss utilization possibilities in Board letters recommending new/renewal contracts.

RESPONSIBLE DEPARTMENT

Internal Services Department

DATE ISSUED/SUNSET DATE

Issue Date: October 3, 1995
Review Date: December 18, 2003
Review Date: August 16, 2007
Review Date: September 15, 2011

Sunset Review Date: October 3, 2003
Sunset Review Date: October 3, 2007
Sunset Review Date: October 3, 2011
Sunset Review Date: October 3, 2015

Review Date: February 16, 2016
Review Date: July 21, 2016

Sunset Review Date: October 3, 2016
Sunset Review Date: October 3, 2020